



WASHINGTON STATE PATROL

*SERVICE WITH HUMILITY*

## A Complete Guide

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# Submitting Criminal History Record Information

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# Criminal History Record Information

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## Introduction

This guide is intended for criminal justice contributors and users of fingerprint based Criminal History Record Information (CHRI) maintained and provided by the Washington State Patrol (WSP) Identification and Criminal History Section (Section). Public safety in Washington State benefits when law enforcement and criminal justice agencies work in partnership with each other to create accurate and complete CHRI. WSP is committed to providing guidance and assistance to our criminal justice partners in this important responsibility. This reference guide contains governing RCWs, best practices, and contact information to assist your agency in the reporting of arrests and dispositions to the Section in order to increase public safety through complete, accurate, and accessible CHRI.

## Creating Complete and Accurate CHRI

The single most important aspect of compiling CHRI is the fingerprint process. The Section's CHRI is based upon positive fingerprint identification. Arrests not supported by fingerprints are not included on a person's CHRI. When this process breaks down, CHRI is not recorded accurately in the Washington State Identification System (WASIS) criminal history database or the Federal Bureau of Investigation (FBI) Interstate Identification Index (III) system. Reasons for fingerprints not being on file at the Section include fingerprints not being taken and submitted when felony and gross misdemeanor offenses occur. Data quality suffers when agencies follow differing practices or fail to collect, transfer, or report information needed to provide accurate and complete CHRI in a timely manner.

In addition to creating CHRI, criminal arrest fingerprints are compared to latent fingerprints for possible identification of crime scene fingerprints. Fingerprints are often used to identify unidentified deceased persons. The ability to identify unidentified deceased persons is of paramount importance to solving crimes and notifying family members of a death.

Law enforcement officers, prosecuting attorneys, and judges use CHRI to conduct investigations, to confirm identities, and to make charging and sentencing decisions.

CHRI is also used by employers to decide if candidates are suitable for certain jobs, by retailers to ensure individuals may legally purchase a firearm, and by law enforcement agencies to assess a person's eligibility to receive a concealed pistol license.

Arrests, and the subsequent disposition, not supported by fingerprints are not included on a person's CHRI.

## Why Complete and Accurate CHRI is Important

The importance of creating complete and accurate CHRI cannot be overstated. In addition to using CHRI for criminal justice purposes, many private and public sector agencies rely upon complete and accurate CHRI to make hiring and licensing decisions. Incomplete and/or inaccurate CHRI can have a significant impact on criminal justice agencies as well as the non-criminal justice users of the CHRI. For instance, an individual may be convicted of DUI, but was not fingerprinted; a background check would not reveal the DUI conviction and the person may be hired to drive a school bus.

Incomplete CHRI reporting to the Section or failure to forward the Process Control Number (PCN) to other criminal justice agencies as outlined in the PCN instructions impedes the ability of other agencies involved in the process to fully report their information to the Section.

## Arrest Reporting Responsibilities

(RCWs 43.43.735, 43.43.740, 43.43.745, 43.43.750, 10.98.050, and 10.98.060)

RCW 43.43.735 directs the sheriff or director of public safety of every county, the chief of police of every city or town, and every chief officer of other law enforcement agencies to fingerprint all adults and juveniles lawfully arrested for the commission of any criminal offense constituting a felony or gross misdemeanor, except when the offenses are punishable as a gross misdemeanor and the arrested person is not taken into custody. RCW 43.43.740 requires fingerprints and identifying data to be transmitted to the Section within seventy-two hours from the time of arrest. Arrest information will NOT appear on the subject's RAPsheet if fingerprints are not received by the Section.

Upon receipt of the first retainable fingerprint card (criminal arrest, criminal justice applicant [CJA], personal identification, compromised identity claim [CIC], Department of Corrections [DOC], or sex/kidnapping offender registration [SOR]) a unique State Identification Number (SID) is assigned to that individual. All subsequent retainable fingerprint cards for an individual are assigned the same SID based on positive fingerprint identification. Once the SID has been assigned, the demographics and CHRI are added to WASIS. The arresting agency shall provide the following detailed

Revised Code of Washington (RCW) defines arrest reporting responsibilities and requirements for Washington State law enforcement agencies.

information to the prosecutor and/or court based upon individual county business practices.

- Name
- Date of Birth
- Arrest Charge(s)
- Date of Arrest
- Date of Offense
- PCN

### **Arrest Reporting Requirements**

In order for the information to appear on a person's CHRI, all individuals who are arrested or receive a criminal citation for a felony or gross misdemeanor need to be fingerprinted. Fingerprinting each person received at the jail is also important in order to verify the identity of the individual. The Section recommends fingerprinting individuals arrested for misdemeanor offenses as well. Including misdemeanor offenses in the CHRI is beneficial for crime scene (latent) fingerprint searching and all users of the RAPsheet.

Individuals who are received at the jail facility to serve time as part of a contract with another agency or as a local commitment should be fingerprinted for identification purposes, however, do not transmit the fingerprints to the Section if it is determined by the receiving jail that fingerprints for the offense are already on file in WASIS. The jail may elect to perform a "search and return" function to verify the individual's identity. For more information on the search and return process, please contact the Fingerprint Unit at (360) 534-2166.

Individuals who are received at the jail facility to serve time, either as part of a contract with another agency or as a local commitment, should be fingerprinted and transmitted to the Section if it is determined by the receiving jail that fingerprints for the offense are not on file in WASIS. It is necessary to reference the original agency case number in the court case number field, enter the county name, and the original charge in the comment field. For example, the comment field would look like this: "County ABC and original charge." When using this option, it is necessary to ensure the date of offense is the original date of offense, not the date of intake at the jail. The new fingerprinting event will generate a PCN which should be sent to the Section. WSP will use the PCN as a research tool to identify the appropriate disposition in the JIS/SCOMIS.

WSP recommends fingerprinting individuals arrested for misdemeanor offenses.

Including misdemeanor offenses is beneficial for establishing criminal history, future identifications, and for crime scene (latent) fingerprint searching.

## Correction Notices

A correction notice is a form used by local law enforcement agencies to change or correct incorrect information submitted on a fingerprint arrest event. The contributing agency or the originating agency on a fingerprint arrest card can change or modify records they submitted. For DOC submissions, any DOC facility can change DOC information on a record, even if they are not the contributor of the fingerprints. Disposition information may only be corrected by the prosecutor or appropriate court.

Correction notices should be sent to the Section for the following reasons (please type or write legibly):

- Addition or change of an arrest charge
- Correction of a name or alias name (only if an error was made on the arrest card submission)
- Incorrect data (date of birth, gender, date of offense, date of arrest, LID number, OIN number)

Correction notices should not be sent for the following updates/changes:

- Disposition responsibility ORI. When the disposition information is received from the court, the disposition responsibility ORI will be updated by WSP staff.
- INV – all arrests are considered to be investigatory until charges are filed by the prosecutor. There is no need to submit a correction notice to either add or remove the INV notation.
- Alias name(s) if already listed in WASIS.
- Amended charges – Do not change the original arrest charge to match the conviction charge. It is important the arrest shows what the subject was arrested for. It is very common for charges to be reduced or amended to another charge. This information will be captured at the time the disposition is entered into WASIS.

Correction notices can be mailed, faxed, or emailed to the Section. Emailed correction notices should be sent to [correctionnotice@wsp.wa.gov](mailto:correctionnotice@wsp.wa.gov). Faxed correction notices should be sent to (360) 534-2072. Mailed correction notices should be sent to Washington State Patrol, Identification and Criminal History Section, PO Box 42633, Olympia, WA 98504-2633.

## Add-on Charges

Correction notices provide agencies a mechanism to change, delete, or correct information submitted on a fingerprint arrest.

“Add-on” charges are additional charges that are added to an existing record with the same date of arrest. The intent of allowing charges to be added to an arrest event via the correction notice add-on charge process is to add charges that are associated to the specific arrest event/date of arrest. Add-on charges typically occur within 14 days of the original arrest event. It is not intended to circumvent the fingerprinting process for subsequent charges/arrests for individuals currently incarcerated on prior arrest events. As a rule, for charges that occur more than 14 days after the original arrest event, the subject should be printed on the new charge(s). A correction notice indicating add-on charges would not be appropriate. Offenses committed while in custody require a new set of fingerprints. Charges stemming from an investigation unrelated to the incarceration offense(s) require a new set of fingerprints. The correction notice process is used in one of the follow instances:

- When an individual is booked on one or more charges after the fingerprinting event has been transmitted to the Section, the decision is made to add additional charges.
- When outstanding warrants are identified following the initial booking. This occurs when a wants/warrants check is conducted after the subject was printed.
- When there is a prosecutorial decision to add charges stemming from the same arrest event. For example, the subject is initially arrested on a Driving While License Suspended (DWLS) charge, but once a search warrant is obtained, drugs were discovered in the automobile. The drug charge would be added via the correction notice add-on charge process.

When adding charges via the correction notice add-on charge process, the arresting agency needs to forward the original arrest PCN to the prosecutor and/or appropriate court along with the new charges to ensure the PCN is added to the court case number for those charges. If the PCN is not provided to the prosecutor and/or appropriate court, the disposition will not be electronically transmitted to the Section when the case is adjudicated. A case may have multiple PCNs.

## **Disposition Reporting Responsibilities**

(RCWs 43.43.745, 10.97.045, 10.98.050, and 10.98.090)

RCW 10.98.050 requires the law enforcement agency to transmit the disposition report to the prosecuting attorney, county clerk, or appropriate court of limited jurisdiction for subsequent submission to

Add-on charges typically occur within 14 days of the original arrest event.

the Section. The court is responsible for entering the PCN into JIS/SCOMIS.

RCW 43.43.745 requires the disposition to be reported to the Section at whatever stage in the proceedings a final disposition occurs by the arresting law enforcement agency, county prosecutor, city attorney, or court.

In a county where JIS or other secure method of electronic transfer of information has been implemented between the court and the Section, the county clerk will provide the disposition information electronically to the Section. In the case of a lower court disposition, the district or municipal court administrator must either promptly submit the completed disposition form, or in a county where the JIS or other secure method of electronic transfer of information has been implemented between the court and the Section, electronically provide the disposition information to the Section.

### **Disposition Reporting Requirements**

Whenever arrest charges reach a final disposition, the disposition must be reported to the Section. In the event no charges are filed, the Prosecutor's Office is responsible for notifying the Section that no charges were filed. When the case is disposed in court, the court is required to submit the disposition to the Section.

For all other dispositions, the originating law enforcement agency must submit the completed disposition form to the Section for inclusion on the RAPsheet.

### **Process Control Number (PCN)**

The PCN is a unique tracking number assigned during a criminal arrest fingerprinting event.

The PCN:

- Links the arrest event to the disposition.
- Facilitates the electronic submission of disposition information to the WSP.
- Updates CHRI automatically with little or no staff intervention.
- Provides accurate and complete CHRI by increasing the number of arrests with dispositions on file.

The PCN, a unique number assigned at the time of fingerprinting, follows the arrest event through the criminal justice process and is used to tie the arrest event to the disposition.

The PCN is automatically assigned by the livescan device. When the arrest record is electronically transmitted to the Section, the PCN is entered along with the arrest information. The PCN is forwarded by the fingerprinting/arresting agency to the appropriate prosecutor or court for entry into the Judicial Information System (JIS) or the Superior Court Management Information System (SCOMIS). When the PCN is entered by court staff into JIS/SCOMIS and the court case has a final disposition, it triggers an electronic disposition submission to the Section, where it either automatically updates WASIS (“lights out”) or is diverted for manual intervention by WSP staff. If the transaction requires manual intervention, WSP staff use the PCN to locate the arrest and update the record with the submitted disposition. This electronic transfer of information expedites disposition information and eliminates the need for court staff to mail a disposition report to the Section, with the exception where no court action is taken (no charges filed, not filed, diversion, etc.). When the Prosecuting Attorney’s Office declines to file charges, the Prosecuting Attorney’s Office is responsible for submitting the disposition information to the Section.

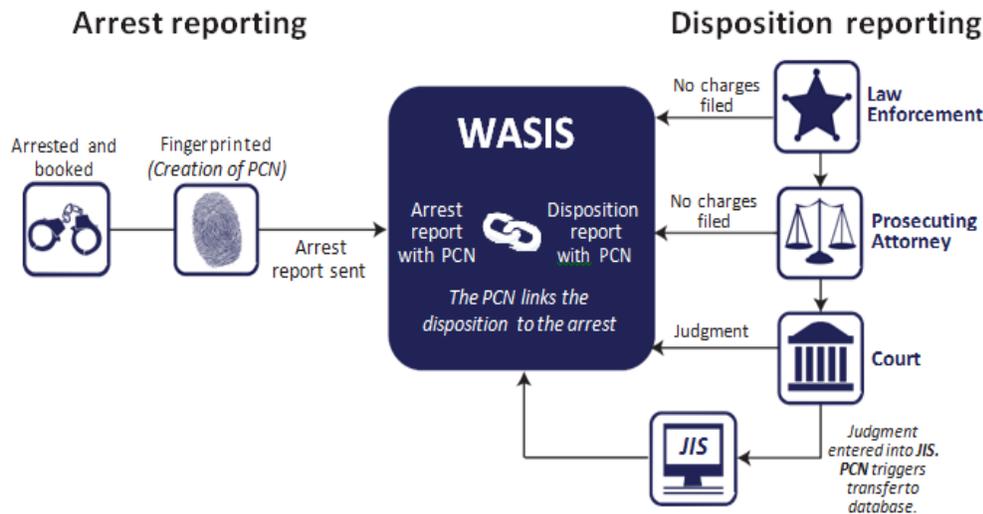
When a disposition report form has been forwarded to a prosecutor or court in error, or if the case receives a change of venue, the receiving agency must forward the disposition form to the appropriate entity. If the offense charged at arrest is a felony, but it is reduced to a gross misdemeanor, the prosecutor or superior court must forward the disposition form to the appropriate limited jurisdiction court.

If fingerprints were not obtained at the time of arrest, the court has a responsibility to ensure individuals are fingerprinted. The court should order the defendant to be fingerprinted prior to the next court appearance date if there is no indication that fingerprinting has occurred. The court may fingerprint the individual at the time of court appearance or work with local law enforcement agencies to provide the fingerprinting service.

In the case of juvenile diversions where the diversion is not successfully completed, the disposition report form needs to be sent to the prosecutor and/or appropriate court in order for the PCN to be entered into JIS/SCOMIS.

A PCN is required for electronic transmission of the disposition from the Administrative Office of the Courts’ (AOC) Judicial Information System (JIS) court database.

## PCN Flowchart



Agencies that do not have a livescan device must use a PCN packet. PCN packets are provided by the Section. PCN packets are also provided to agencies upon installation of a new livescan device to use in the case of a power outage, the individual has poor quality fingerprints, or manual processing of the fingerprint card is required. The ink method is used to complete the fingerprint card and to place the flat impressions on the bottom of the disposition report form. A PCN packet typically consists of two pre-labeled fingerprint cards, one pre-labeled disposition form, and twelve additional PCN labels (optional). A PCN label may be attached to each additional document and forwarded to the appropriate prosecutor or court for entry into JIS or SCOMIS. Any unused PCN labels are to be destroyed. CHRI is updated in WASIS when the disposition is forwarded to the Section with the PCN.

When using the manual (ink) method of fingerprinting a subject, the agency will mail one fingerprint card to the Section. All manual fingerprint card submissions are converted to electronic format by the Section and forwarded to the FBI electronically. When the record is transmitted electronically to the Section, do not mail a hard copy of the fingerprint card. In either method, the agency may retain a fingerprint card for their file. A disposition report form is also completed by the arresting/fingerprinting agency and forwarded to the appropriate county prosecutor or court.

Agencies that do not have a livescan device must use a PCN packet.

PCN packets are provided by WSP.

## Instructions for Using the PCN

### **Criminal arrests and warrant arrests within the county:**

1. Subject is arrested.
2. Subject is booked and fingerprinted.
  - a. PCN is assigned at the livescan device or during the manual fingerprinting process using a PCN packet.
  - b. PCN is printed on the disposition report by the livescan printer or the PCN label is attached to the disposition report when using the PCN packet. Unused PCN labels should be destroyed.
  - c. Court case number is assigned, if available.
3. PCN is forwarded to the appropriate prosecutor or court via the disposition report form or other agreed upon method such as an email notification, records management system (RMS), or Jail Management System (JMS) notification or update.
4. If no charges are filed, the prosecutor completes the disposition report form and forwards it to the Section for entry into WASIS.
5. In the case of juvenile diversion, the disposition report is forwarded to the diversion clerk who manages the diversion.
  - a. If diversion is successfully completed, the disposition report is forwarded to the Section marked as “diversion completed” with the date of completion.
  - b. If diversion is unsuccessful, the disposition report should be forwarded to the prosecutor for prosecutorial determination.
    - i. If no charges are filed by the prosecutor, the prosecutor forwards the disposition report to the Section indicating “no charges filed”.
6. If charges are filed, the disposition report is forwarded to the court. Once the PCN is entered into JIS/SCOMIS, the paper disposition report can be destroyed; do not mail paper disposition reports to the Section after the PCN is entered into JIS/SCOMIS.
7. An electronic disposition with the PCN and court case data is sent to the Section when a case resolution code is entered into JIS/SCOMIS.
8. Based on the PCN, the correct arrest event in WASIS is updated with the disposition.
9. If a case is modified later, a new disposition is electronically submitted to the Section from JIS/SCOMIS.

10. If the court case has errors and is moved to Filed in Error, or if the case is Dismissed and Refiled, the court clerk must transfer the PCN to the appropriate new case filed.

**Out of County Warrants:**

1. Subject is arrested on an out of county warrant; this case will not be heard in the county making the arrest.
2. Subject is booked and fingerprinted.
  - a. The warrant number and/or court case number and the offense are entered in the appropriate fields (same for livescan and manual fingerprinting process).
  - b. PCN is assigned at the livescan device or during the manual fingerprinting process.
  - c. When fingerprinting with Livescan
    - i. The arresting agency’s ORI is entered as the “Dispo Reporting Agency”.
    - ii. The date of arrest (DOA) is entered as the “Date of Disposition”.
    - iii. “Out of County Warrant” or “Released No Charge” is entered as the disposition. This satisfies the disposition for the warrant arrest and will not generate a subsequent disposition audit. Note: Normally when the subject is returned to the county issuing the warrant, a new booking event will occur.
  - d. When fingerprinting manually in ink
    - i. The fingerprinting agency will indicate “Out of County Warrant” or “Released No Charge” as the disposition on the disposition report.
    - ii. Forward the disposition report to the Section.

**No Charges Filed Flowchart**



Paper disposition reports can be forwarded electronically to [dispositions@wsp.wa.gov](mailto:dispositions@wsp.wa.gov) or mailed to the Identification and Criminal History Section, PO Box 42633, Olympia, WA 98504-2633.

## Supplemental Disposition Information

It is the responsibility of the prosecutor or appropriate court to submit supplemental disposition information to the Section. The supplemental information may be in the form of an overturned conviction or sentence, amended sentence, or other court order. Types of orders regularly received by the Section include a dismissal, order to vacate, order to expunge, order to seal juvenile records, or order to destroy juvenile records. Each order results in a different action and process.

- **Order to Dismiss.** The order to dismiss a case after a conviction is entered as an "update" to the disposition. The disposition status will remain "guilty" with an annotation of "dismissed" in the comment field along with the dismissal date. It does not change the status of conviction to non-conviction. Information maintained as CHRI by criminal justice agencies, other than courts, is governed under the Criminal Records Privacy Act (Chapter 10.97 RCW). This chapter defines a conviction or other disposition adverse to the subject as any disposition of charges, except a decision not to prosecute, a dismissal, or acquittal, except when the acquittal is due to a finding of not guilty by reason of insanity. A dismissal entered after a period of probation, suspension, or deferral of sentence is considered adverse to the subject.  
**Reference RCW 10.97**

- **Order to Vacate - Felony Offenses (Effective July 1, 2007).** Every offender who has received a certificate of discharge under RCW 9.94A.637 may apply to the sentencing court for a vacation of the offender's record of conviction. If the court finds the offender is eligible, the court may clear the record of conviction by permitting the offender to withdraw the offender's plea of guilty and to enter a plea of not guilty or setting aside the verdict of guilty and dismissing the information or indictment against the offender. The offender may state they have never been convicted of that crime. After receipt of an electronic disposition or a court order to vacate, the Section replaces the conviction status of "Guilty" with the status of "Vacated". A disposition status reflecting "Vacated" is available only for criminal justice purposes.

It is the responsibility of the prosecutor or the appropriate court to submit supplemental disposition information to WSP.

The Section will notify the FBI of the new disposition status. **Reference RCW 9.95.240, 9.94A.637, and 9.94A.640**

- **Order to Vacate - Gross Misdemeanor and Misdemeanor Offenses.** Every person convicted of a misdemeanor or gross misdemeanor offense that has completed all of the terms of the sentence may apply to the sentencing court for a vacation of the conviction. After receipt of an electronic disposition or a court order to vacate, the Section replaces the conviction status of "Guilty" with the status of "Vacated". "Vacated" records are only available for criminal justice purposes. The Section will notify the FBI of the new disposition status. **Reference RCW 9.96.060**
- **Order to Expunge/Delete.** CHRI consisting of non-conviction information is available for expungement/deletion after two years or longer have elapsed since the record became non-conviction data. However, the criminal justice agency maintaining the data may refuse to make the deletion if:
  - (1) The disposition was a deferred prosecution or similar diversion of the alleged offender.
  - (2) The person who is the subject of the record has had a prior conviction for a felony or gross misdemeanor.
  - (3) The individual who is the subject of the record has been arrested for or charged with another crime during the intervening period.

An individual may request to have their non-conviction data expunged/deleted using the WSP Expungement/Deletion of Non-Conviction Record form or file a motion with the court. Upon receipt of the form or court order to expunge/delete, the Section will locate the corresponding arrest and disposition information and delete it. The deletion will result in removal of all references to the arrest incident and disposition named in the Expunge/Delete form or court order from all computer and hard-copy document files at the state and FBI. The associated documents are destroyed. Once a record is expunged, nothing is available to criminal justice agencies, business/organizations, or the public. Note: The deletion of CHRI at the state or FBI level has no effect upon records contained in the JIS. **Reference RCW 10.97.060**

- **Order to Seal or Destroy a Juvenile Record.** During regular sealing hearings, the court shall administratively seal an individual's juvenile record pursuant to the requirements of RCW

A conviction record includes convictions for offenses for which the defendant received a deferred or suspended sentence. This information will be provided on a public background check.

13.50. All information regarding criminal activity, arrest, charging, diversion, conviction, or other information about a person's treatment by the criminal justice system or about the person's behavior is sealed or destroyed. The Section is allowed to retain identifying information which includes photographs, fingerprints, palm prints, sole prints, toe prints, and any other data that identifies a person by physical characteristics and name, date of birth, or address. The FBI is notified of the seal or destroy and the record is removed from the FBI file. In response to the order to seal, the documents relating to the arrest incident and disposition named in the court order are sealed. The fingerprints and demographic information are retained per state statute. When a court order is received to open a sealed record the record is re-instated into WASIS and electronically sent to the FBI.

In response to the order to destroy, the documents related to the arrest incident and disposition are physically destroyed. The fingerprints and demographic information are retained per state statute.

In 2015, the legislature passed Engrossed Second Substitute Senate Bill (ESSSB) 5564 (RCW 13.50.260) which states "the Washington State Patrol shall ensure that the Washington State Identification System provides criminal justice agencies access to sealed juvenile records information". Effective July 24, 2015, the WSP RAPsheet will show these records as "\*\*\*JUVENILE SEALED RECORD\*\*\*". Records sealed prior to this date will not appear on the RAPsheet. **Reference RCW 13.50.050, 13.50.260, and 13.50.270**

- **Deferred Disposition.** A juvenile may be eligible for a deferred disposition if the juvenile court believes the offender and the community will benefit. The offender must comply with all of the conditions required by the court. During the interim, the offender is considered guilty. Once the conditions are met, the record is vacated. The record is sealed no later than 30 days after the juvenile's 18<sup>th</sup> birthday if there are no pending charges. If the juvenile has already reached their 18<sup>th</sup> birthday before July 26, 2009, they may request that the court issue an order sealing the record(s) of the deferred disposition(s). **Reference RCW 13.40.127**

Effective July 24, 2016, Sealed Juvenile Record information became available to the criminal justice users of the RAPsheet.

All records contained in WASIS are fingerprint based. If fingerprints are not submitted to WSP, the information will not be on an individual's criminal record.

## Common Causes of Incomplete CHRI

- **Fingerprints not forwarded to WSP.** When fingerprints are not taken at the time of initial contact with law enforcement or at the time of court appearance, the CHRI will not appear on the person's CHRI.
- **PCN not forwarded to the court of jurisdiction.** The most efficient way to send a disposition to the Section is by entering the PCN to the court case in the JIS. The Section receives a transfer of data from the AOC each work day which contains electronic disposition transfer reports (EDTRs) for every court case that contains a PCN and a final disposition or updated information has been entered. When the PCN is not forwarded to the court, the Section will not receive a disposition.
- **No Charges Filed dispositions not being forwarded to the Section for entry.** It is the responsibility of the agency that makes the final determination that no charges are going to be filed on an arrest charge to transmit the disposition report to the Section. A "no charges filed" disposition report should be submitted for each charge that will not be prosecuted.
- **Multiple charges on an arrest in which only one charge is prosecuted in court.** If an arrest is sent to the Section with multiple charges, the charges that are not filed in court need to have the disposition reports submitted to the Section indicating "no charges filed". Disposition reports should be printed with only one charge per report for this reason.
- **Juvenile arrests resulting in diversion.** Once a juvenile has completed a diversion, the disposition report needs to be sent to the Section indicating that diversion was completed and the completion date. The Section will then enter "no charges filed" for the arrest charge. A disposition is not transferred electronically to the WSP on these cases.
- **Disposition reports where the case is referred to another court.** In cases where felony charges are not going to be filed and the case is referred to a lower court for prosecution, the disposition report needs to follow the individual to the completion of prosecution. If the disposition report is sent to the Section stating "no charges filed", but the arrest ends in a conviction in lower court, the individual's RAPsheet will state "no charges filed"

If an individual is fingerprinted by the arresting agency and then re-fingerprinted when transferred to another agency or correction facility, only one set of fingerprints should be transmitted to WSP.

for the arrest instead of the conviction because the PCN never made it to the lower court for entry. This is also the case when misdemeanor charges are referred to a higher court. When the PCN is forwarded to the lower court and the court enters the PCN along with the disposition in the JIS, an EDTR will be transmitted to the WSP.

- **Warrant arrests not being forwarded to the court.** For every fingerprint arrest charge a disposition needs to be sent to the Section, either through mail or email, satisfied at the time of arrest (out of county warrant), or as an EDTR through AOC. If an arrest is for an out of county warrant arrest that is not satisfied at the time of arrest via the livescan submission, a disposition report indicating “out of county warrant” needs to be sent to the Section. If no disposition report is sent, the arrest will remain open and cause the WSP to later audit the submitting agency for the missing disposition.
- **Two fingerprint events for the same offense.** If an individual is fingerprinted by the arresting agency and then re-fingerprinted when transferred to another agency or correction facility, only one set of fingerprints should be transmitted to the WSP. This typically happens when an individual is arrested by a local police department and then transferred to the county jail. If fingerprints for both fingerprinting events are transmitted to the WSP, it will appear the person was arrested two separate times for the same charge. The agencies will need to determine which agency will submit the arrest fingerprints to the Section.
- **Information provided to court is unclear.** Prosecutors need to ensure they provide the complete RCW, including subparagraph(s), to the courts. This will ensure the appropriate offense and degree is transferred to the Section. If the subparagraph is not provided, the charge may be listed as an “unknown” offense degree. Knowing the offense degree is critical to users of the RAPsheet.

## Statutory Authority

The complete text of the statutes pertaining to CHRI is located at <http://apps.leg.wa.gov/rcw/>.

Identification and Criminal History Section  
PO Box 42633  
Olympia, WA 98504-2633  
(360) 534-2000